

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4832; DSN 853-4832
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 10-006T OPENING DATE: 7-Jan-2010 CLOSING DATE: 8-Feb-2010

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

AIR TRAFFIC CONTROL SPECIALIST, GS-2152-10, TC80682000, SSgt/E5-TSgt/E6

APPOINTMENT FACTORS: OFFICER ☐

ENLISTED ☒

SALARY RANGE:

\$53,442.00-\$69,478.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

107th Air Control Squadron, Luke AFB, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (107th ACS) and must possess the following AFSC: 1C5X1

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership of the 107th ACS, Arizona Air National Guard.** Individual selected will receive a Permanent Appointment subject to a completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Applicants must provide a copy of their RIP reflecting award of the AFSC 1C5X1. Applications received without this information will not be considered.

NOTE: Must possess, or qualify to possess a SECRET security clearance.

NOTE: Prior to appointment to this position, individual must provide a current physical fitness assessment.

NOTE: Re-Announced from Announcement #09-527T. Qualified applications received for Announcement #09-527T will be forwarded to this new announcement, there is no need to re-apply.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to operate battle management systems and MCE equipment.
2. Ability to communicate both orally and in writing.
3. Knowledge of Theater Air Control System Equipment, missions, capabilities, and operational requirements.
4. Knowledge of radio procedures and terminology.
5. Knowledge of military tactical data links to include LINK-16.
6. Knowledge of scheduling Weapons Director control missions.
7. Ability to administer policies and procedures to effectively meet mission requirements.
8. Ability to provide technical and administrative support to the Operations activity.
9. Ability to coordinate between operations and maintenance personnel to ensure proper equipment performance.

SPECIALIZED EXPERIENCE: Individual must have 12 months experience that demonstrates the ability to perform detailed scheduling coordination and support, in a high stress environment, to the Operations section; experience/training which provides a knowledge of air traffic control laws, rules and regulations; experience/training which demonstrates a general knowledge of aircraft and weapon system scheduling; experience in providing information concerning weather, equipment and airport conditions; experience/training which demonstrates a general knowledge of the performance characteristics of a wide variety of military aircraft; experience/training which demonstrates a knowledge of MS Word, MS Excel, and MS Powerpoint.

BRIEF JOB DESCRIPTION: This position serves as a Current Operations Scheduling Technician in an Air Control Squadron Formal Training Unit. Is responsible to the NCOIC of Current Operations, and the Director of Operations, for the scheduling of all unit resources in support of the Modular Control System Weapons Director (WD) Course. Develops long range, monthly, weekly, and daily schedules to support student training. Schedules students and instructors to support simulation device training and aircraft flight missions with Air National Guard and regular Air Force Flying Units. Schedules local area LINK-16 missions with the FORSCOM deconfliction server. Attends airspace, range, and maintenance scheduling meetings as required. Performs scheduling tasks using MS Word, MS Excel, MS Powerpoint and government provided scheduling software or formats. Resolves daily operational and scheduling conflicts and delays as required. Updates hard copies and digital folders of the daily activity, simulation schedules, and student mission trackers. Tracks all operational activity and equipment usage/outages for trend analysis assessment and measurement of the units' ability to properly train students. Acts as the main Point of Contact (POC) for all Operations reported equipment outages/degradations and alerts the Maintenance Operations Center (MOC) for troubleshooting. Assures that all drill status guardsmen assigned under their supervision have the opportunity to complete all necessary training requirements. Responsible for the Government/Military Vehicle Program. Other duties as assigned.

SELECTING OFFICIAL: Major Lynda Lovell
